

Job Description

Position Title	Assistant Director Strategic Academic Development and Global Engagement
Department	Office of Strategic Advancement and Institutional Development (OSAID)
Reporting to	Vice President OSAID
Type of Position	Full Time Administrative Job

POSITION DESCRIPTION

Summary of Responsibilities:

The Asst. Director of Strategic Academic Development and Global Engagement plays a key leadership role in advancing Habib University's academic excellence, institutional coherence, and global visibility. Working closely with the Office of Undergraduate Education and Accreditation (UGEA), Institutional Research, and OSAID teams, the Director leads academic strategic planning, facilitates alignment across academic units, and drives programmatic development based on data and benchmarks. The role also includes strengthening academic quality through reviews and assessments, supporting curriculum enhancement, and co-leading strategic initiatives. Additionally, the Asst. Director cultivates global academic partnerships, promotes knowledge exchange, and positions the University as a thought leader in liberal arts and sciences globally and specially within the Global South.

DUTIES AND RESPONSIBILITIES

The Asst. Director Strategic Academic Development and Global Engagement will be responsible to lead the following portfolios in collaboration with the Office of Undergraduate Education and Accreditation, Office of Institutional Research and the teams of OSAID

1. Strategic Planning and Cross-Institutional Strategy

- **Assist VP OSAID for academic strategic planning:**
 - Work with VP OSAID to further define the University's Academic Strategic Plan and in establishing institutional priorities
 - Develop a coherent strategy to work with UGEA for supporting all academic units to integrate strategic aspirations into their programmatic plans with clearly defined objectives, strategies and indicators
 - Formulate a systematic process to assess progress and respond to emerging challenges
- **Build strategic ownership and alignment:**
 - In collaboration with UGEA, develop communication strategies, tools and engagement processes to promote shared understanding of strategic vectors, values and objectives across the academic units.
 - Create tools such as program strategy booklets and alignment maps to make explicit connections of individual program goals to the broader institutional framework.

2. Strategic Planning and Academic Development

- **Establishing Academic Quality Benchmarks and Review Process**
 - Compare Habib University's Programs, Demand of the Programs and Graduate Outcomes with relevant peer institutions in Pakistan and internationally to set clear benchmarks and improvement targets.
 - In collaboration with the Office of Undergraduate Education and Accreditation (UGEA) develop a comprehensive assessment and evaluation framework for all academic programs.
 - Work with UGEA ensuring proper internal and external program and curriculum reviews around set benchmarks engaging local and international reviewers and stakeholders
- **Curricular and Structural Enhancement:**
 - Analyze programmatic and support service data to highlight gaps, challenges, and areas of strategic investment.
 - Co-lead implementation of Strategic Initiatives: Partner with UEGA and academic leadership to translate insights, strategic objectives and NECHE targets into specific academic improvement initiatives, ensuring cross-unit coordination and timely execution.

3. Advancing Global Connections for Institutional Development

- **Expand global institutional presence:**
 - Deepen Habib University's visibility and influence through targeted academic partnerships, especially across the Global South.
- **Lead knowledge exchange:**
 - Enable the adoption of global best practices and innovations through faculty and student engagement in international networks.
- **Strategic international positioning:**
 - Cultivate relationships and platforms that advance the University's global reputation and contribute to thought leadership in liberal arts and sciences education.

REQUIRED JOB SPECIFICATIONS

Required Qualification	2. Masters/PhD Degree preferably in Higher Education
Required Experience	✓ At least Five years' work experience with higher education institutions preferably in academic development or strategy development

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Empathy and compassion to work with academic staff and faculty from diverse backgrounds	High

2.	Ability to understand faculty and academic leadership perspectives and engage with them for strategic planning and development	High
3.	Flexibility and openness to accept new ideas and agility to implement them	High
4.	Strong decision-making skills	High
5.	Networking, communication and Relationship building	High
6.	Inter-personal skills and Conflict resolution	High
7.	Strategic Planning, organization and follow-up Skills	High
8.	Data analysis and data management skills	High
9.	Self-learning and problem solving	High